

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice TB-984

For: Burley Tobacco State and County Offices

Additional Alternative Reporting System (ARS) Pilot MQ-76-C Procedures

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Notice TB-981:

- explained that MQ-76-C has been developed for use during the current marketing year in the 8 receiving stations throughout Kentucky and Tennessee that are participating in the ARS pilot project
- provided instructions to County Offices for handling MQ-76-C's.

B

Purpose

This notice provides:

- revised policy about mailing MQ-76-C
- additional instructions for handling MQ-76-C.

Disposal Date

April 1, 2001

Distribution

Burley Tobacco State Offices; State Offices relay to applicable County Offices

Notice TB-984

2 Handling ARS MQ-76-C

A

Mailing MQ-76-C

County Offices may mail MQ-76-C to a producer if either of the following apply:

- producer contacts the County Office and requests MQ-76-C be mailed
- County Office has personal contact (in person, by telephone) with the producer.

Note: The informational handout provided by the State Office **must** be mailed with MQ-76-C.

B

Marking MQ-76-C Upon Receipt

County Offices shall prepare all MQ-76-C's immediately upon receipt. The following information is to be noted on each MQ-76-C, as applicable, using a **black** ballpoint pen:

- 100 percent of effective quota
- 103 percent of effective quota
- producer share
- lien, claim, and/or penalty information.

Note: A hole is to be punched in MQ-76-C, if applicable.

C

Producer Contract Information

County Offices shall not require proof of contract with buying company to issue MQ-76-C to producer. Producer contract information **is not** to be elicited from any producer.

D

Crop Insurance

County Offices shall:

- **not** advise producers regarding crop insurance coverage of tobacco under contract
 - advise producers requesting this information to contact their crop insurance agents.
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2 Handling ARS MQ-76-C (Continued)

E

Same Day Sales

In cases where more than 1 transaction for the same FSN occurs on the same date, MQ-76-C must reflect each sale separately.

Example: Kenny Thomas delivers and sells a load of tobacco at his receiving station at 10 a.m. on Saturday, November 11, 2000. The market recorder notes “Pounds” and “Date” sale information on MQ-76-C. Kenny says he is going back to the farm for another load and leaves his MQ-76-C at the receiving station. The market recorder’s day ends at 5 p.m. and Kenny delivers and sells his second load of tobacco at 5:30 p.m. Kenny is paid for the tobacco and again leaves MQ-76-C at the receiving station. When the market recorder comes into the receiving station on the next workday, Kenny’s second sale of November 11 will be noted in the “Pounds” and “Date” spaces on MQ-76-C. **The date recorded on MQ-76-C will be “11/11”, the actual date of the sales transaction.**

Note: If the receiving station does not have authority to retain MQ-76-C, the market recorder shall mail MQ-76-C to the producer, or to the producer’s administrative County Office if the producer has so instructed.

F

No MQ-76-C in County Office

If a producer visits the County Office to request MQ-76-C, or requests that MQ-76-C be mailed, and the County Office has not received MQ-76-C for that producer, the County Office shall verify that the producer is:

- **not** on the BBS report downloaded to the County Office and call the State Office to verify if an MQ-76-C order was processed

Note: If an MQ-76-C order was:

- not processed, instruct the producer to notify the receiving station agent that they contracted with so that the receiving station official can order MQ-76-C
 - processed, advise the producer as to the date on which MQ-76-C is expected to be available for issuance.
 - on the BBS report downloaded to the County Office and that MQ-76-C is expected to be available for issuance within 5 workdays of the date MQ-76-C was ordered.
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2 Handling ARS MQ-76-C (Continued)

G

**MQ-76-C With
Wrong FSN**

If a producer visits the County Office to request MQ-76-C, or receives MQ-76-C in the mail, and discovers that MQ-76-C has been issued with an FSN that differs from the FSN where the tobacco was grown, the County Office shall advise the producer to notify the receiving station they have contracted. The receiving station official will order an MQ-76-C replacement.

H

**Producer
Request for
Pound Transfer**

If a producer chooses to transfer tobacco poundage from MQ-76-C to MQ-76, he or she shall visit either the producer's administrative County Office or receiving station's administrative County Office. The selection of where the requested poundage transfer is to take place is a producer decision.

If the transfer is requested in the producer's administrative County Office, the following actions will be required to transfer quota poundage:

- producer shall:
 - complete MQ-117
 - submit copies of receiving station sale bills
 - submit MQ-76-C
 - County Office shall:
 - mark MQ-76-C and MQ-76 as shown in Notice TB-981, Exhibit 2, subparagraph A
 - issue MQ-76 to producer.
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2 Handling ARS MQ-76-C (Continued)

H

Producer Request for Pound Transfer (Continued)

If the transfer is requested in the receiving station's administrative County Office, the following actions will be required to transfer quota poundage:

- producer shall:
 - complete MQ-117
 - submit copies of receiving station sale bills
 - submit MQ-76-C
 - County Office shall:
 - telephone the producer's administrative County Office and inform them of the request to transfer quota from MQ-76-C to MQ-76 (nonembossed serially numbered card)
 - enter nonembossed card serial number onto completed MQ-117
 - approve MQ-117
 - mark MQ-76-C and MQ-76 as shown in Notice TB-981, Exhibit 2, subparagraph A
 - make 2 photocopies of each of the following:
 - MQ-76-C
 - MQ-76 (nonembossed)
 - receiving station sale bills submitted by the producer
 - retain 1 copy of each
 - mail 1 copy of each to the FSN administrative County Office
 - issue MQ-76 to the producer.
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